

# Retention and Classification Report

**Agency:** Ophir (Utah) (741)  
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**Records Officer** Julie Shubert

28586	Administrative records
28543	Council minutes
28584	Liquor license petitions and bonds
28585	Official bonds

**AGENCY:** Ophir (Utah)

**SERIES:** 28586

3

**TITLE:** Administrative records

**DATES:** 1910-1920

**ARRANGEMENT:** Generally chronological by date of document.

**DESCRIPTION:**

This series contains miscellaneous records documenting activity and functioning of Ophir Town government in the 1910's. The records seem to have survived more by chance than by design and are thus incomplete. Nevertheless, they contain information regarding a variety of issues handled by the town. The series includes such records as invoices and receipts, ordinances, documents from court cases, petitions from citizens, and a variety of correspondence. Among the notable topics addressed in the records are the licensing of businesses, the movement to build a Carnegie library, and regulations to control the spread of disease.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently or until administrative need ends and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently with authority to weed.

M-Disk: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Historical

This series contains some permanent records, most notably ordinances, as well as a variety of documents that would normally not be retained permanently. Nevertheless, the entire series has permanent historical value because it has survived as some of the

**AGENCY:** Ophir (Utah)

**SERIES:** 28586

**TITLE:** Administrative records

(continued)

only documentation of Ophir Town government from the time period  
and as a representative example of the operation of town  
governments in the time period.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Ophir (Utah)

**SERIES:** 28543

3

**TITLE:** Council minutes

**DATES:** 1890-

**ARRANGEMENT:** Chronological by meeting date.

**DESCRIPTION:**

These minutes are the official record of the proceedings of regularly scheduled, special and emergency council meetings. They are adopted and approved by the council during their next public meeting. The minutes include the date, time, and meeting place; members present and absent; "the substance of all matters proposed, discussed, or decided, and record, by individual member, of votes taken; the names of citizens who appeared and the substance in brief of their testimony; any other information that any member requests be entered in the minutes" in accordance with UCA 52-4-203 (2) (2009).

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

**AUTHORIZED:** 06/27/2014

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**APPRAISAL:**

Historical

This series has permanent historical value as primary documentation of the business and official actions of the town council.

**AGENCY:** Ophir (Utah)

**SERIES:** 28543

**TITLE:** Council minutes

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Ophir (Utah)

**SERIES:** 28584

3

**TITLE:** Liquor license petitions and bonds

**DATES:** 1911-1916

**ARRANGEMENT:** Generally chronological by date of petition or bond.

**DESCRIPTION:**

This series contains bonds submitted by liquor dealers as required in order to maintain a liquor license. Most of the bonds are issued by the American Surety Company, but some are backed by local businessmen. The bonds typically include such information as the name of the bonded person(s), the name of the sureties backing the bond, the bond amount, the expiration date, the signature of the bonded party(ies) and an affidavit signed by the sureties.

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**APPRAISAL:**

Historical

This series has permanent historical value as documentation of the functioning of a mining town government in the early 20th century.

**AGENCY:** Ophir (Utah)

**SERIES:** 28584

**TITLE:** Liquor license petitions and bonds

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Ophir (Utah)

**SERIES:** 28585

3

**TITLE:** Official bonds

**DATES:** 1912, 1914-1916

**ARRANGEMENT:** Chronological by date of bond, thereunder alphabetical by name of official.

**DESCRIPTION:**

These are bonds with good and sufficient sureties, payable to the municipality for the "elected officers of each municipality and the treasurer in cities of the first and second class before taking the oath of office" to guarantee "faithful performance of the duties of the respective officers." Bonds are placed at such amounts as may be determined by the governing body (UCA 10-3-819 (1997)).

**RETENTION AND DISPOSITION AUTHORIZATION:**

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**APPRAISAL:**

Historical

While employee bonds are typically only retained for 3 years after they expire, the bonds in this series have permanent historical value as representative examples of bonds documenting the identity of Ophir Town officials and the bonding process for municipal officials in the early 20th century.



**AGENCY:** Ophir (Utah)

**SERIES:** 28585

**TITLE:** Official bonds

(continued)

**PRIMARY CLASSIFICATION:**

Public